



# Washington State Health Care Authority

## Health Insurance Partnership Communications Officer

### About the Health Care Authority

The Health Care Authority (HCA) administers the following programs:

- Basic Health
- Community Health Services
- Health Insurance Partnership
- Health Technology Assessment Program
- Prescription Drug Program
- Public Employees Benefits Board (PEBB)
- Public Employees Health Plans
- Washington Wellness

These programs provide access to high-quality health care for more than 500,000 Washington residents.

HCA also administers two self-insured health plans for the Public Employees Benefits Board (PEBB): The Uniform Medical Plan and the Aetna Public Employees Plan.

For more about our agency and its mission, visit our Web site at <http://www.hca.wa.gov>

### Why work at the HCA?

The HCA employs about 300 people located in Lacey and Seattle. Our employees take pride in helping their fellow state employees and Washington residents get information about health care coverage, and keep that coverage. As recipients of state health coverage ourselves, we know that wellness and peace of mind comes from affordable, accessible health care.

The Lacey office, located in Woodland Square Loop, sits in a park-like setting close to shopping, banking, restaurants, and St. Martin's University. Employees enjoy free nearby parking. The location is close to Intercity Transit (I.T.) stops, and the state provides free unlimited I.T. passes for employees.

**SALARY:** \$3,744 - 5,699 per month

**LOCATION:** Lacey, WA

**CLOSES:** Open until filled. First review May 28, 2008.

The HCA is seeking candidates for a **full-time permanent opening** in Lacey with the Health Insurance Partnership division of the Health Care Authority. This position is overtime exempt and is not covered by a union bargaining agreement.

### Essential Activities

Are you skilled at developing, executing and evaluating strategies? If so, read below to find out about your opportunity to do just that.

The Health Insurance Partnership is looking for someone who can develop communications strategy, plans and timelines in order to determine the best approach for the Health Insurance Partnership program and various Health Care Policy projects and programs.

In this role you will also be responsible for planning, developing, and designing internet and intranet sites, marketing and enrollment materials and other communications such as forms and letters.

You will gauge your success by analyzing effectiveness of communications methods and materials and recommend changes as needed.

You will also develop a strategy for presenting information to a variety of audiences including HCA and multiple external agencies.

### Required Qualifications

- Bachelor's degree or equivalent experience in communications, journalism, public relations or other applicable field and three years of writing/editing/public relations experience; or equivalent education/experience.
- Ability to lead, direct and motivate diverse work groups, building consensus in a high-pressure and political environment and providing guidance.
- Ability to clearly communicate complex technical information verbally and in writing to a non-technical audience, including the application of "Plain Talk" principles to legally precise documents.

## Employee benefits

The state of Washington offers a comprehensive benefits package, including:

- [medical](#)
- [dental](#),
- [life](#), and
- [long-term disability](#) insurance.
- Optional [long-term care](#) and [auto/home](#) insurance.
- Optional [medical flexible spending account](#).
- Vacation, sick, military, and civil leave.
- Eleven paid holidays per year.
- A state [retirement plan](#).
- Optional credit unions and savings bonds.
- Optional [Deferred Compensation](#) and [Dependent Care Assistance](#) programs.

The HCA vigorously pursues diversity in the workforce. We encourage women, racial and ethnic minorities, people with disabilities, and disabled and Vietnam-era veterans to apply. People with disabilities who need help with the application process may call the HCA's Human Resources Office at 360-923-2703. If you need this application in an alternative format (such as Braille or audio), please contact our Americans with Disabilities Act Coordinator at 360-923-2805 or TTY 360-923-2701.

## Required Qualifications (continued)

- Knowledge of reading levels and readability testing, and the ability to write complex documents at a lower reading level
- Excellent writing and proof-reading skills with precise attention to detail.
- Ability to plan strategically, identify communications needs and develop goals and comprehensive work plans for achieving these goals.
- Ability to document records accurately to reflect the most current information and provide a complete and understandable account of changes, decisions, activity and work performed.
- Must be able to maintain confidentiality
- Ability to adapt to changing business needs, conditions and work responsibilities.
- Ability to respond quickly and effectively to unexpected requests in a political environment.

## Desired Qualifications

- Knowledge of the health insurance industry
- Experience working with governing boards
- Familiarity with rule-filing and the legislative process
- Business level office skills with the use of various software, such as MS PowerPoint and InDesign

## To apply, please submit:

1. A resume with a letter of interest, explaining why you are interested in this specific position and how you possess the qualifications listed.
2. A completed Washington State application form, available at: <http://www.dop.wa.gov/Resources/Forms/>
3. A minimum of three employment references, two supervisors and one peer or co-worker
4. The reference authorization form.

**Applications must be received by 5:00 PM, May 28, 2008, to be considered for first review.**

**Applications received after this will be considered if a successful candidate is not found from the first review.**

**You may submit these materials by mail, e-mail, or fax.**

### Mailing address

Health Care Authority  
Human Resources Office  
P.O. Box 42698  
Olympia, WA 98504-2698

### E-mail address and fax

[hrrmb@hca.wa.gov](mailto:hrrmb@hca.wa.gov)  
Fax: 360-923-2604  
Please use HIPCC4  
in the subject line.

### Contact information

Pam Dickey  
360-923-2814  
TTY 360-923-2703

## REFERENCE AUTHORIZATION FORM

To Whom It May Concern:

I, \_\_\_\_\_, authorize the Health Care Authority to contact my current and/or previous employers and anyone else appropriate in establishing my qualifications for the purposes of verification and reference. I knowingly and voluntarily release the State of Washington Health Care Authority, its individual employees, and all my former or present employers and their individual employees, from any and all known and unknown claims for damages or other relief arising out of the department's request for and receipt of employment information, unless my current or former employer is prohibited by state or federal law from disclosing the information that the department requests.

This authorization includes review of state employee personnel files.

Date \_\_\_\_\_ Printed name of applicant \_\_\_\_\_

Applicant's signature \_\_\_\_\_

Where did you hear about this job? \_\_\_\_\_

NOTE: A photocopy of this information shall be as valid as the original.